

## **Green County Job Description**

**Job Title:** Patrolman  
**Department:** Highway  
**Reports to:** Highway Commissioner or Designee  
**Grade:** 73  
**Status:** Full-Time  
**Prepared by:** Green County Clerk's Office/Highway Commissioner  
**Prepared Date:** October, 1997  
**Approved by:** Personnel and Labor Relations Committee

### **Summary**

The purpose of positions in this classification is to perform road maintenance and repair tasks for Green County Highway Department.

### **Essential Duties and Responsibilities – Include but not limited to the following:**

Patrols assigned roads and repairs broken pavement, potholes with paving materials. Shores up road shoulders with additional gravel. Inspects and cleans culverts and drains.

Removes ice and snow, applies salt and sand as assigned or needed.

Replaces and repairs road signs, guardrails, and other roadway markers.

Mows right-of-way and trims and removes brush.

Picks up debris and trash. Removes roadway obstructions.

May direct traffic.

Some overtime, weekend and holiday work required.

Exposure to hazardous winter driving conditions and highway traffic.

Sprays noxious weeds within right of way.

And such duties and responsibilities as may be assigned from time to time.

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **Qualifications:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Education and/or Experience:**

High school diploma or equivalent with one to two years truck driving/highway equipment operating experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide.

**Reasoning Ability:**

Ability to apply common sense understanding to carry instructions furnished in written, oral, or diagram form.

**Certificates, Licenses, Registrations:**

Valid Wisconsin Class A Commercial Driver's License with a "N" endorsement and no air brake restrictions. Wisconsin Commercial Pesticide Applicator Certification.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly required to use hands to finger, handle or feel. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and vibration. The noise level in the work environment is usually moderate.

The position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green count retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgement to be proper.